

CITY OF TAKOMA PARK RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-181
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MEDIA: Cable Television and Telecommunications/ROW Management		
Item No.	Description	Retention
1.	General Correspondence Original incoming letters, copies of outgoing letters, memos, studies, reports, directives, policies and other materials related to the administration of the agency.	Screen annually and destroy the material that is no longer needed for current business.
2.	Vendor Files Filed by vendor name with copies of incoming and outgoing correspondence, RFPs, quote forms, contracts, purchase orders, etc. Files include vendors of products and services, consultants and contractors.	Retain vendor records while still on active vendor lists; old vendor records maintained for three years and then destroyed.
3.	Cable Television Franchises Current and previous Franchise Agreements, Transfer of Ownership Agreements, Contracts with Montgomery County regarding administration and all other legal documents related to cable company franchises within the City of Takoma Park.	Retain for 4 years after expiration of the agreement, then destroy.
4.	Telecommunications / Rights-of-Way Contracts All legal materials including contracts, interim agreements, and memorandums of understanding relating to the use of the ROW by telecommunication companies.	Retain permanently. Transfer periodically to the Maryland State Archives.

Approved by Department, Agency, or Division Representative:	Schedule Authorized by State Archivist.
Date <u>09-10-09</u>	Date <u>12 Dec 08</u>
Signature <u>Barbara B. Matthews</u>	Signature <u>[Signature]</u>
Print Name <u>Barbara B. Matthews</u>	
Title <u>City Manager</u>	

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5.	Administrative Materials - Personnel Time sheets, applications, free-lance personnel information, job notices, etc.	Screen annually and destroy the material that is no longer needed for current business.
6.	Video Tapes Council meetings.	Retain for two years and then destroy or recycle tapes.
7.	Capital Equipment All materials pertaining to the purchasing of capital equipment, including quote sheets, RFPs, purchase orders, manufacturer manuals and warranty information.	Material to be kept indefinitely consistent with the life of the equipment. Ideally, manuals will be provided with equipment when it is transferred as surplus.
8.	Cable Channel Programming Information Information regarding programs aired on City's cable access channel, including schedules, logs and outside programmer information.	Screen annually and destroy the material that is no longer needed for current business.
9.	Cable and Telecommunications Legal References Copies of all local, county, state and federal regulations pertaining to the City's rights to regulate the right-of-way. Copies of case law with pertinence to the City's activities.	Retain until superseded, then destroy.

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10.	Budgetary Information Copies of purchase orders, expenditures, proposed and actual budgets for Media Department, receipts, etc.	Retain for three years; screen before destruction for any active accounts of vendor relationships.
11.	Subject & Project Files Information pertaining to equipment, external associations and/or committees, legal issues, etc.	Screen annually and destroy the material that is no longer needed for current business.